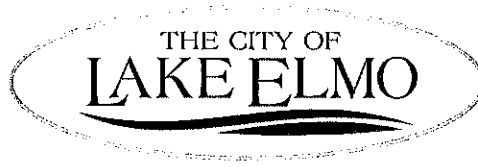




Building Department
651-747-3918
3880 Laverne Avenue North
Lake Elmo, MN 55042

SINGLE FAMILY HOME SUBMITTAL REQUIREMENTS

1. Signed and completed permit application (include valuation).
2. Signed certificate of survey (2) each to scale 11" X 17" (See requirements of survey). Please provide the list to your surveyor, any missing information will delay the review and require a revised submittal. Include only what will be constructed. If changes will be made to driveway width or location, a patio, deck, retaining wall or other structure is added, or impervious changes, the City will need to review those changes before any work is done.
3. Provide a copy of septic permit from Washington County as applicable.
4. One (1) paper copy of completed plans drawn to scale. Please also email a copy of electronic plans to zjertman@lakeelmo.org.
5. There are 3 Watershed Districts in Lake Elmo. Permit requirements vary, but generally impervious surface are of 6000 SF or more requires a Watershed permit. Please provide (1) copy of Watershed permit if applicable.
6. The City issues a combined permit for new homes which includes, plumbing, heating, fireplace and sewer and water connection permit. A separate permit is required for electrical through the state of MN.



CERTIFICATE OF PROPOSED SURVEY TO INCLUDE:

- 1. Proposed 2-foot contours
- 2. Existing 2-foot contours
- 3. House location with setbacks shown from property lines
- 4. All property lines and easements
- 5. Delineated wetlands and tree preservation areas
- 6. Garage floor, low floor and low opening elevations
- 7. Foundation type
- 8. Top of curb elevations
- 9. Driveway location and width
- 10. Proposed retaining walls (Engineering Certification required for walls > 4' in height)
- 11. Emergency Overflow (EOF) elevations
- 12. High Water Level (HWL) elevations for all water bodies
- 13. Public utilities (storm sewer, sanitary sewer, watermain, etc.)
- 14. Well and/or septic system, primary & secondary (if applicable)
- 15. Erosion control (silt fence, rock construction entrance and other necessary controls)
- 16. Total lot area, total proposed impervious surface and percent impervious calculation
- 17. Two (2) 11"X17" – size hard copies to scale

Please Note: If changes are made to driveway width or location, a patio, deck, retaining wall or other structure is added, or impervious changes, the City will need to review those changes before any work is done.